



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1111  
Fax: (978) 448-1115

## Select Board

John F. Reilly, *Chair*  
Rebecca H. Pine, *Vice Chair*  
Matthew F. Pisani, *Clerk*  
Alison S. Manugian, *Member*  
Peter S. Cunningham, *Member*

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING**  
**MONDAY, FEBRUARY 13, 2023**  
**AGENDA**  
**SELECT BOARD MEETING ROOM**  
**2<sup>nd</sup> FLOOR**  
**GROTON TOWN HALL**

- 7:00 P.M.      Announcements and Review Agenda for the Public
- 7:05 P.M.      Public Comment Period
- I.      7:06 P.M.      Town Manager's Report
1. Review Memo from Town Clerk on Early Voting and Mail-In Voting for Annual Town Election
  2. Fiscal Year 2024 Budget Development Update
  3. Update on Select Board Meeting Schedule Through 2023 Spring Town Meeting
- II.      7:10 P.M.      Items for Select Board Consideration and Action
1. Approve Letter of Support to Community Preservation Committee on Affordable Housing Trust Application
  2. Approve Application to MRPC to Update Walkability Study
  3. Approve One Day Wine and Malt Beverage License for the Friends of Prescott for an Open Mic Night at the Prescott School on Friday, March 10, 2023 from 6:30 p.m. to 9:30 p.m.
- III.      7:15 P.M.      Diversity Equity and Inclusion Committee – Annual Report Update

### OTHER BUSINESS

ON-GOING ISSUES – Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed

- A. Water Department – Manganese Issue
- B. PFAS Issue
- C. Green Communities Application and Implementation
- D. Florence Roche Elementary School Construction Project
- E. ARPA Funding

### SELECT BOARD LIAISON REPORTS

- IV.      Minutes:      Regularly Scheduled Meeting of February 6, 2023

### ADJOURNMENT

*Votes may be taken at any time during the meeting.* The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Agenda Update/Report*

**Date:** *February 13, 2023*

### TOWN MANAGER'S REPORT

Please note that I will not be present at Monday's meeting as I will be on vacation. Dawn Dunbar, who I have designated as Acting Town Manager, will cover the meeting. In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues List, there is one item scheduled on Monday's Agenda. The Diversity, Equity and Inclusion Committee will be in to provide the Board with an update as to their activities.

1. Enclosed with this Report is a memorandum from Town Clerk Dawn Dunbar providing the Board with an update on Early Voting and Mail-In Voting for the upcoming 2023 Annual Town Election. Ms. Dunbar will provide the Board with a further update at Monday's meeting.
2. The Groton Dunstable Regional School Superintendent has released her Proposed FY 2024 Budget to the School Committee. Groton's proposed Operating Assessment for FY 2024 is \$26,800,655, which is \$1,262,939 more than I am carrying in my proposed Budget for FY 2024. The Finance Team and I will be working over the next several weeks trying to determine how to balance the budget. The Select Board and Finance Committee are scheduled to hold an Executive Session on February 27<sup>th</sup> beginning at 5:30 p.m. to discuss Collective Bargaining adjustments that may cover some, if not all, of this deficit. There will be a joint budget meeting between the Finance Committee and Select Board on Saturday, March 4<sup>th</sup> beginning at 8:30 a.m. Please note that the GDRSD Committee will hold a formal Public Hearing on the Budget on February 15<sup>th</sup> at 7:00 p.m. in the Middle School Performing Arts Center.



**Select Board**  
**Weekly Agenda Update/Report**  
**February 13, 2023**  
**page two**

3. Please see the update to the meeting schedule that will take the Board through the 2023 Spring Town Meeting:

Monday, February 20, 2023	-No Meeting (President's Day Holiday)
Monday, February 27, 2023	-Executive Session to Review Collective Bargaining Budgeting Related Issues -Review First Draft of 2023 Spring Town Meeting Warrant -Consider Approving DPW Director in Training Program
Saturday, March 4, 2023	-Joint Budget Meeting with Finance Committee
Monday, March 6, 2023	-Regularly Scheduled Meeting
Monday, March 13, 2023	-Public Hearing on 2023 Spring Town Meeting Warrant Regularly Scheduled Meeting
Wednesday, March 15, 2023	-School Committee Approves Budget
Monday, March 20, 2023	-No Meeting
Monday, March 27, 2023	-Continuation of Public Hearing on Mail In Voting at Annual Town Election
Monday, April 3, 2023	-Regularly Scheduled Meeting
Monday, April 10, 2023	-Approve Warrant for Posting
Monday, April 17, 2023	-No Meeting (Patriot's Day)
Monday, April 24, 2023	-Regularly Scheduled Meeting
Saturday, April 29, 2023	-2023 Spring Town Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. I have drafted a letter of support to the Community Preservation Committee for the Affordable Housing Trust's application as discussed at your meeting last week. It is attached to this Report for your review. I would respectfully request that the Board approve this letter for submission to the Community Preservation Committee.
2. The Planning Board has reached out to the Montachusett Metropolitan Planning Organization (MRPC) for Unified Planning Work Program (UPWP) assistance to study walkability in Groton. As you know, the Town has a very extensive trail network. Unfortunately, with very few exceptions, they cannot be accessed on foot. Pedestrian activity continues to increase, which speaks to the need to improve non-vehicular access to popular destinations in Town. According to the Planning Board, other rural communities such as Acton, Concord, Carlisle and Lincoln have been able to accommodate pedestrian access with the creation of paved walking paths along roadways. The MRPC had prepared a Walkability Study for Groton about ten years ago. This Study focused on the Downtown area from Mill Run Plaza to CVS and much of the study area has been connected to date. MRPC recommends that the Town update the Study. MRPC further recommends that we apply for a competitive grant from them to complete this update. Both the Planning Board and Select Board need to submit a letter of interest. I would respectfully request that the Board vote to submit an application to the MRPC to update the Walkability Study. The Planning Board will be taking a similar vote as well.
3. I would respectfully request that the Select Board approve a One Day Wine and Malt Beverage License for the Friends of Prescott for an Open Mic Night to be held at the Prescott School on Friday, March 10, 2023 from 6:30 p.m. to 9:30 p.m.

MWH/rjb  
enclosures





Office of the Town Clerk – Notary Public  
Town of Groton  
173 Main Street  
Groton, MA 01450

Dawn E. Dunbar, Town Clerk  
Phone: 978-448-1100  
FAX: 978-448-2030  
[ddunbar@grotonma.gov](mailto:ddunbar@grotonma.gov)

**TO:** Mark W. Haddad, Town Manager  
**FROM:** Dawn Dunbar, Town Clerk  
**Date:** February 9, 2023  
**RE:** Update to Vote by Mail and In Person Early Voting – May 23, 2023 Annual Election

At the Massachusetts Town's Clerk's Conference held last week, there was a lengthy discussion about Vote by Mail and In Person Early Voting and the new election law that took effect last summer. The discussion was led by Michelle Tassinari, Director and Legal Counsel for the Elections Division of the Office of the Secretary of the Commonwealth. As a point of clarification, I explained to her and the group that the Groton Board of Registrars did not want to recommend In Person Early Voting and therefore took no action at their meeting held on January 24<sup>th</sup>. I specifically asked her if the Board of Registrars in fact needed to officially vote to not recommend In Person Early Voting or if by them taking no action was considered the same. I was told by Michelle that if the Board of Registrars are not recommending In Person Early Voting that no action needed to be taken, therefore I do not need to hold another meeting to have them officially vote to not recommend. What this also means is that the Select Board, because they do not have a recommendation of at least 50% of the Board of Registrars can not decide on their own to hold In Person Early Voting. The only option for the Town at this point is to offer the residents and voters ballots to Vote by Mail.

With the public hearing on Vote by Mail being continued to March 27, 2023, I wanted to provide you and the Board with this important update. It was clear at the public hearing held on January 30<sup>th</sup> that members of the Select Board were leaning towards offering either Vote by Mail or In Person Early Voting so at this point, Vote by Mail would be their only option. If the Select Board would like to offer Vote by Mail for the May 23, 2023 Annual Town Election, they would not need to take any action at the public hearing continuation as we are required by law to offer Vote by Mail, unless they do in fact decide to vote to opt out.

I appreciate everyone's patience as I learn the ins and out of this new law as this will be the first Town Election that this takes effect. I look forward to updating the Select Board at their meeting on February 13<sup>th</sup> and again at the public hearing continuation on March 27<sup>th</sup>.



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**Town Manager**  
Mark W. Haddad

February 14, 2023

Community Preservation Committee  
Groton Town Hall  
173 Main Street  
Groton, MA 01450

RE: Affordable Housing Trust  
2023 CPA Application

Dear Members of the Committee:

At the regularly scheduled meeting of the Groton Select Board held on Monday, February 6, 2023, the Board met with the Affordable Housing Trust. During the meeting, the Trust reviewed their 2023 CPA Application in which they are seeking \$200,000 from the Community Preservation Housing Fund that would be spent on any and all allowable community housing purposes. The Trust is seeking these funds to provide flexibility to react when an opportunity to create affordable housing arises. Further, they will seek annual appropriations from the Community Housing Fund to accumulate funds over successive funding cycles to increase the capacity of the Trust to do its work. This is very similar to the annual appropriation that the Conservation Commission receives for the Conservation Fund to provide them with the same kind of flexibility when prime land becomes available.

The Affordable Housing Trust is committed to creating affordable housing in Groton and this appropriation from the Community Housing Fund is an important step in that process. It is also important to point out that the Trust is working with the Select Board and Finance Committee to develop a policy that sets an annual funding amount. The Select Board is planning on meeting with the Trust and the Finance Committee later this year to develop this policy prior to applying for funding in 2024.

The Select Board recommends that the Community Preservation Committee approve this application and present it to the voters for funding at the 2023 Spring Town Meeting. The Select Board appreciates your acceptance of this recommendation.

Sincerely,

On Behalf of the Groton Select Board

Mark W. Haddad  
Town Manager

MWH/rjb

cc: Select Board  
Finance Committee  
Affordable Housing Trust